

January 8<sup>th</sup> 2001

## Minutes of The Franklin County Library Board

Meeting called to order 10:02AM, in attendance:

Mrs. Mazelle Andrews, Wayne Miller, Ms. Cathy Brown, Jeff Eschedor, Ms. Priscilla M. Gothard, Mr. Logan Mathis, and Ms. Rita Shoemaker.

### Branch Manager's report

The branch managers have been attending training sessions on the use of equipment for both the Gates grant and the transition to PINES. The Christmas programs were successful and well received. Governor Vandiver's biography is out and the proceeds from his book signing will be donated to the Lavonia Library. The Friends of the Royston library donated gifts to the children attending the holiday program. Derek Gable from the Royston Friends has been giving computer training at the Royston branch.

### Consultant's report Ms Gerson

The roof is leaking at the Lavonia branch and threatens the collection. Steps need to be taken immediately.

Stacy Farrelle spoke about the Viburnum grant and library advocacy. Viburnum provided \$10K to be used for public relations and visibility system wide. There will be a workshop with a marketing professional as mentor to work on library advocacy with a goal toward a 10% increase in funding, held Mar. 19 or 20. Help to clearly identify problems and find a path leading to the indicated goals and targets will be provided. Money from the Viburnum grant will be used to create a new Logo, advertise libraries and their services and use billboards to increase the visibility of the libraries.

### Director's report Ms. Ames

Legislative day is Jan 25, and attendance by board members can help the libraries. Among other things a request for a seven cent per capita increase to sixty-seven cents is needed.. There should be a onetime repair grant available on a 50/50 match, state/ local. This could be used for the Lavonia roof, the Royston soffets, and for painting and carpet. The city of Lavonia and Franklin county have not increased funding. The Board of Education has not paid any of it's contribution. We are currently operating in the red, using our buffer resources. Lavonia and Franklin county both switched to a calendar fiscal year by resetting at the half. The new census, which should show a marked increase in the local population, may provide some help with funding. Royston's copier is on it's last legs and the suggestion that gift money could be used for replacement was not acted on.

Ms. Shoemaker asked about fund raising by the Board on behalf of the Libraries. Ms. Ames stated that while not prohibited from fund raising that organizations like the Friends are generally the means to do this. We discussed ways to help the Friends of the Library. She asked if Library managers could attend the Board meetings and Ms. Ames said that the meetings were open to the public and that the managers could attend.

Acting as spokesperson for the nominating committee Ms. Shoemaker nominated Wayne Miller for chairman, Logan Mathis for Vice-chair, and Jeff Eschedor for Secretary. The motion to accept the nominations carried unanimously.

Ms. Andrews recommended that we each contact our state rep to ask for help with funding for library facilities, particularly Lavonia. Mr. Miller asked about the priority between facilities and parking for Lavonia. The consensus was that the Lavonia building was in immediate jeopardy and that with the help of Mr. Dishman we may be able to postpone the parking issue. Mr Miller said that Mr. Dishman had some thoughts on a resolution to the parking situation and that he (Mr. Miller) would follow up.

Meeting adjourned 11:06

Thank you to Mrs. Andrews for her service as Chairperson and to Mrs. McMahan for her service as Secretary Welcome to Ms. Brown who was appointed to the Board by the County Commissioners. Best wishes to the new officers

## Library Board Meeting

The regular quarterly meeting of the Franklin Co. Library Board is scheduled for Monday the eighth of September at 10:00 am in the Lavonia library.

Proposed agenda;  
Approve minutes of last meeting  
Adopt agenda

Old Business;  
Budget situation (Lavonia & Board of Commissioners),  
New members and vacant positions,  
Placement challenge of Little Claus, Big Claus,  
New Business;  
Renovation status of both branches,  
Regional reports:  
Royston Report:  
Lavonia Report:  
Other Business:  
Adjourn:

## Minutes of the Franklin County Library Board Regular quarterly meeting of July 9 2001

10:03 am: The meeting was called to order with library board members Wayne Miller, Mazelle Andrews, Cathy Brown, Sid Ginn, Priscilla Gothard, Logan Mathis, and Rita Shoemaker in attendance. Kathryn Ames and Tammy Gerson represented the regional system and Rosie Chitwood represented the Royston branch.

The minutes of the April 9<sup>th</sup> meeting were approved and the proposed agenda accepted with the addition of any new business.

Building maintenance; The Lavonia library will be getting a new roof at a cost of \$29,000, half of which will be provided by repair grant. Ms. Chitwood stated that half, or \$3555.01 of the Royston improvements would be provided by a grant and would be used for soffets, lighting, and pressure washing. Ms. Gothard said that work on the Lavonia roof should start the week of the sixteenth, and that the shrubs had already been removed, a new sign made, and plaster and painting, were planned in the repairs. Carpet will need to be a future expense.

Budget; All of the funding agencies have made their payments and there have been unusually good collection of fines and fees giving us nearly 99% of the requested budget. Expenditures have been a little less than anticipated, particularly telephone because of E rate and computer items, giving us a yearend balance of \$10,032. Even after subtracting the \$7,807 that we were short in the reserve account the libraries are in the black for the first time in years.

Mr. Miller noted that there is increasing disparity between Royston and Lavonia library hours, and that funding overtures to Lavonia and the County need to make mention of Royston's contribution to the Royston libraries' maintenance. He also pointed that budget preparations may already be underway and that we need to state our requests soon. Mr. Ginn spoke of the need to increase manager's salaries and to increase Lavonia's hours. Ms. Shoemaker pointed out that there was also a security issue for the libraries and librarians to have two staff members when they are open.

Ms. Ames explained that the library could be tied to future SPLOST funding by the B of Ed. or the commissioners but that the money would have to be used for construction and facilities. We should look into this for the future. In addition the

state may have 50/50 matching funds. Mr. Miller mentioned that the school superintendent was still working on getting the parking lot for the Lavonia branch straightened out, but that he was hindered by sentiments related to the past of the issue. Ms. Ames and Mr. Miller will talk to the county manager relative to the SPLOST issue.

Mr. Ginn noted that increasing the hours for the Lavonia branch and increasing the salaries of the branch managers were the top priority for increases in the operation budget, and that we needed to go specifically to the city of Lavonia and the County to achieve these goals. Ms. Ames agreed to provide funding numbers. Mr. Ginn made a motion that these requests be made and that the requests specify the purpose of the funding, second Ms Andrews, passed unanimously.

Lavonia Friends of the Library; As of 4/5/01 the organization still was on the Sec. of State's list of active organizations. There has been no response from the current president to requests to revitalize or reorganize the group. Because of the importance of the Friends to the library it is timely to set up a new organization. Ms. Ames pointed out that the best beginning is to identify new leadership and hold an organizational meeting, and that the fall festival might be a time to initiate that. The possibility of a countywide Friends group was discussed and it was agreed that if the two Friends groups got to a point where they were nearly "even" that unification could be possible.

Board membership; Mr. Ginn moved Ms. Andrews seconded and the board unanimously approved a motion to send a letter to the County manager requesting the reappointment of Wayne Miller to the Library Board by the county. Mr. Miller stated that Ms. Nancy Linebaugh should be appointed to fill the open Board of Ed. position at their next meeting. Mr. Creason's position is up for reappointment, and with his not having been to the last few meetings we will need to know his intent.

Consultant's report; Ms. Gerson stated that advocacy is critical to the library. It is important to speak positively in one's circle of acquaintance and to local officials. We should expand our influence to other groups and use the media when possible. There is a new procedure sheet for donations and funding by the Friends and other groups so that there will not be confusion about projects. Mr. Miller mentioned that a presentation to the Chamber of Commerce would be a good idea. Mr. Mathis, who is president of the C of C, recommended the meeting after next as a good opportunity.

Branch managers report; Rosie reported that Arby's and Papa Dons have provided awards for the reading club. The managers have been undergoing PINES training. The Royston friends will change officers in Aug. There is a new sign for the book drop and there has been a donation to refurbish the walls of the McConnel room. The Royston branch requests a tape recorder and portable puppet theater for programs beginning Sept. Ms. Andrews moved and Mr. Ginn seconded the use of gift monies for the purchases, motion passed. Ms. Chitwood has contacted Royston city hall about the need for two outlets, locking problems at the entrance and McConnel room, and a trouble light on the fire alarm panel. Ms. Andrews inquired about an expectant mothers parking space for the Royston Library. Ms. Ames suggested taking the idea up with Royston city hall, as they have responsibility for the parking lot.

Ms. Lecroy asked through Ms. Gerson about a booth and book sale at the Lavonia Fall Festival. The board agreed that it was a good idea and that the reservation fee should be paid from fines money. Ms. Andrews inquired about an expectant mothers parking space for the Royston Library. Ms. Ames suggested taking the idea up with Royston city hall

PINES; Ms. Ames said September 5 is the target date to go live with pines membership and the exchange of materials. A fine amnesty program to start the system out with a new beginning is in the works. Member libraries will keep new acquisitions 6 months before they circulate in the system. There may be some changes to circulation policy due to requirements of PINES but they should be surmountable.

Meeting adjourned: 11:54 am

The next regular meeting of the Franklin County Library Board will be on Monday January 14<sup>th</sup> at 10:00 am in the McConnel room of the Royston library. The agenda for the meeting and the minutes of the last regular meeting follow;

### Agenda

Welcome to new members of the board.

- A. Greeting and introduction of all members
- B. Statement by board president on the board and the role of the individual trustee.

1. Countywide responsibility and emphasis for the Board.
2. Brief history of the local libraries
  - A. Location and relationship
  - B. Financial status (current budget) and role of trustee.
3. Regional report (Ms. Ames and Ms. Geerson)
4. Branch Reports (Ms. LeCroy and Ms. Chitwood)
5. Old business

1. Awareness  
2. Financing  
3. Advocacy

- A. Status of Lavonia Friends of the Library

6. New Business

- A. Budget preparation for:

Royston, Franklin Springs, Canon, Carnesville, Bd. Of Education

Adjourn

### Minutes of the Franklin Co. Library Board

Regular quarterly meeting of Oct.8 2001

10:08 The meeting was called to order with trustees; Wayne Miller, Mazelle Andrews, Sidd Ginn, Priscilla Gothard, Rita Shoemaker, Nancy Lineback, and library managers; Emma Lecroy and Rosie Chitwood in attendance, and Ms. Ames and Ms. Gerson representing the regional system.

New Business: Agenda approved. Nancy Lineback was introduced as the new Board of Ed. representative. Peggy McMahon and Paul Creason have asked to be replaced on the board, and because she lives in Hart county Cathy Brown will need to be replaced. Canon Resident Rose Marie Cochran was suggested as a possible replacement for Mr. Creason. Ann Ashworth was suggested for B of Ed. and Ruth Parten as a possibility from the west of the county. Sidd Ginn confirmed that he is the city of Carnesville rep. rather than the county.

Mr. Miller stated that the board of Education had budgeted \$24,000 of the \$27,000 we had requested. He and Mr. Ginn asked the Lavonia and the county commissioners to increase their funding and explained the libraries needs and goals. At the time of the meeting the commissions had not taken action. The county is scheduled to set a budget in a couple of weeks. Ms. Ames noted that Royston had increased it's contribution to \$16,500.

Old Business; Ms. Andrews moved and Ms. Shoemaker seconded approval of the July minutes, motion passed. Mr. Miller, Ms. Andrews, and Ms. Shoemaker had, as a committee, reviewed the challenged book Little Claus Big Claus by Hans Christian Anderson. They agreed to move it into the section for older readers, but

because of the books damaged physical condition it was retired and will be replaced with another children's book.

Renovations are progressing well. Lavonia has new doors, a repaired roof, new paint, ceiling tile replacements and new lights. Ms. Lecroy expressed sincere thanks to the city of Lavonia for the work done, as does the board as a whole. Royston has had the soffets repaired and has had two exterior lights added which will light the way to the parking area.

Ms. Gerson reports that thanks to the librarians, PINES is coming up to speed despite early software and technical problems. Ms. Gerson is approaching the National Trust for Historical Preservation about having the Lavonia library listed which would spotlight attention on it as a historical building. She will follow up and report progress to Ms. Ames. Mr. Miller pointed out that the Lavonia ornament and afghan both depict the library and provide attention as well as a dollar of the purchase price going to the library. Ms Gerson announced that a Libre Foundation grant was going to provide \$1050 toward children's books.

Ms. Ames pointed out that the budget looks good at this point. There will be an advocacy workshop at Jekyl island aimed at providing positive information about libraries to their funding agencies and the public. State level funding cuts may reduce the materials and bookmobile funding. Some of this may be made up by unfilled positions, but additionally the money requested for operations may not be forthcoming. PINES is improving and the software provider, Circe, is addressing the problems. In the wake of Sept. 11 there have been some privacy issues. Georgia code demands a subpoena to access patron records. There will be a meeting Nov. 6 to discuss questionable patron use of the library and information disclosure. Ms Ames recommended the use of advocacy as an approach to the commissioners. The focus needs to be evening and weekend hours. The apparent dip in internet usage in Sept. was due to the threat of virus contamination.

Ms. Chitwood checked on the flashing trouble light in the Royston equipment room and was told the problem was not serious and would be difficult to correct. Rain cancelled the planned book sale. Story time attendance is up and computer classes will be provided this fall. She has asked the city to replace light ballasts and to install a lock in the front anteroom. Children's books have been ordered. PINES returns have been held up by mailing problems. Ms. Chitwood has approached Royston about the possibility of getting expectant mother and additional parking signs made for the parking lot.

Ms. Lecroy said that story time is going well. She applied \$700 toward adult fiction purchases. They will present a basic computing class next week. The fall festival book sale netted \$59.50. Only two people signed up for the friends at the festival. Robyn Barber currently has the Friends paperwork, and it was suggested that a meeting with her and a mailing to the Friends membership could be a way to restart the organization. Sid suggested combining a Friends promotion with some school group work he is involved with.

Meeting adjourned 11:21